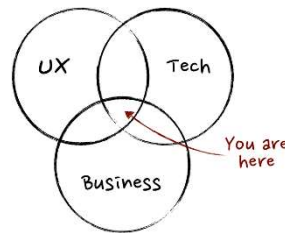


The Contingent Job Announcement Sr. Product Manager National Expansion

Opportunity Summary:

Do you thrive in identifying needs and tying them to the larger organizational strategies and goals? Are you passionate about the user experience? Can you rally a team to turn a vision into reality? Do you excel in creative thinking, building and problem solving? Do you have the ability to work collaboratively with community members, government partners and faith communities?

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!



Duties and Responsibilities:

Product and Project Management

- Utilize organizational pillars for collective impact to gather feedback, co-design, and follow up with partner organizations on The Contingent's Air Game in new jurisdictions
- Scope needs for Air Game products through listening work, in partnership with the Executive Director of National Expansion
- Manage budget, resources, and expectations to deliver on requests
- Listen for opportunities to innovate around the product, reflecting them to the Executive Director of National Expansion and Chief Innovation Officer

Communication

- Lead meeting cadence and participate in established meeting rhythms to communicate product capabilities, changes, updates, and deliverables to stakeholders
- Gather feedback from partner organizations on new products and programs
- Establish rapport with child welfare program leads to help inform Air Game build
- Highlight pain points to Community Collider team, as needed

Education and Experience:

- Bachelor's degree required
- 5 years of experience in project or program management, with proven experience in building consensus, launching new programs, and/or scaling initiatives

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, appreciation, and respect
- Clear evidence of working in an entrepreneurial environment with quick program start-up experience
- Robust understanding of government systems and experience with child welfare systems preferred
- Experience in program coordination or management with tight timelines

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and Microsoft Teams is preferred

Personal Qualifications:

- Commitment to the mission of The Contingent, including Every Child, and The Script.
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

Employment Terms:

- Full Time (40hrs) exempt annual salary offered at a range of \$74,600 - \$88,500 (estimated total compensation \$83,300 - \$97,600) doe
- Comprehensive benefits including premium medical, vision, and dental insurance (covered 100% for employee and partially (80%) for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- We will consider candidates located in Oregon, Washington, Arkansas, Indiana, and Tennessee
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-2 pm PST (11-4 pm CST)
- This position will be expected to work within The Contingent's hybrid work policy (2-3 days in the office, 2-3 days from home)
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be vaccinated.
- This role will include estimated 20% travel
- Valid Driver's License and legally eligible to work in the United States

Anticipated Start Date:

November 15, 2023 (until position is filled)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing **Sr. Product Manager, NE** to hire@thecontingent.org



**"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer